

## **ATTACHMENT #5 VEHICLE REQUESTS**

HB 1270 & 2032 (2002) officially established the Fleet Management Program with the purpose of improving fleet management practices of the state. The Fleet Management Program administers the state's vehicle fleet, pre-approves passenger vehicle purchases, and monitors agency compliance with the State Vehicle Policy. This process ensures vehicles under the control of the State are acquired, assigned, used, replaced, and maintained in the most efficient and effective manner to conduct state business. If you have any questions regarding the Fleet Management Program, please contact the Fleet Manager, Cindy Dixon, at [Fleet.Management@oa.mo.gov](mailto:Fleet.Management@oa.mo.gov).

In addition to the New Decision Item Form, the attached New Vehicle Request Form must be completed for any vehicle requests. The New Vehicle Request Form must be submitted electronically to Budget and Planning and the State Fleet Manager (Cindy.Dixon@oa.mo.gov). Requests for cars should assume cost estimates for a four door mid-size sedan unless specific justification is provided for some other class of car.

## DEPARTMENT BUDGET REQUEST FOR NEW VEHICLE

Department: \_\_\_\_\_  
Division: \_\_\_\_\_  
Fiscal Year: \_\_\_\_\_

Fund Name	Fund #	Amount
General Revenue		
Federal		
Other		
Total		

Is this request in compliance with the State Vehicle Policy (SP-4) for new vehicle purchases?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain: \_\_\_\_\_

(See Fleet Management Policy: <http://www.oa.mo.gov/gs/fm/Sp4VehiclePolicyrevised.doc>)

Year/Make/Model of vehicle requested: \_\_\_\_\_

Is this an expansion vehicle \_\_\_\_\_ or a replacement vehicle \_\_\_\_\_ ?

If replacement, indicate Year/Make/Model and VIN of vehicle to be disposed of.

What is the current odometer reading of the vehicle being replaced? \_\_\_\_\_

What were the annual miles driven during the last fiscal year? \_\_\_\_\_

From a policy perspective, why is a new/used vehicle being requested? For what purpose(s) will it be used? Provide additional information if necessary.

If this is an expansion vehicle request, what has changed programmatically and/or what new responsibilities require that such a request be made?